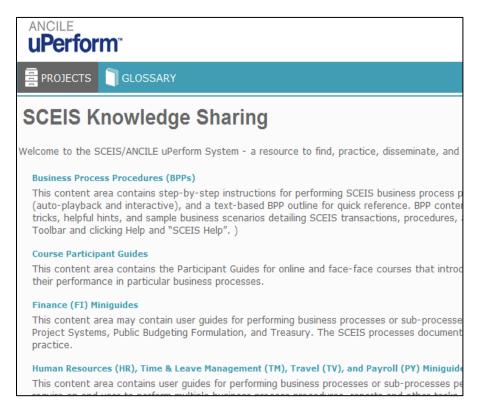# How to Use Business Process Procedures in uPerform

1. From the SCEIS Homepage (www.sceis.sc.gov), point your mouse to "Training" in the left-hand navigation bar, then select "SCEIS uPerform" from the menu that appears.

2. Select the "Business Process Procedures (BBPs)" link.

3. In the Sub-Areas section, a list of SCEIS business areas will display. Click the link to select the business area you wish to display.
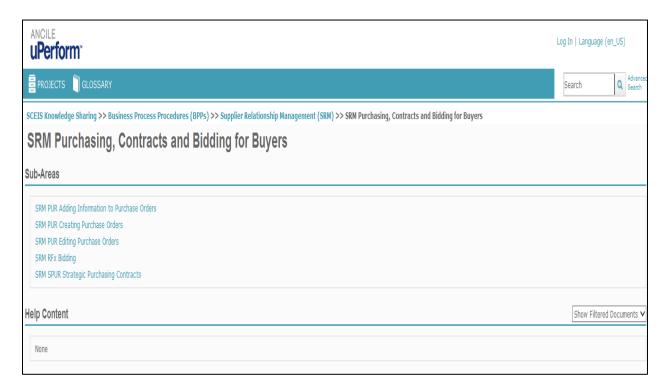

In the example below, the Sub-Area "Supplier Relationship Management (SRM)" was selected.

4. A list of SRM business processes and transactions will display. Select the topic you wish to display.
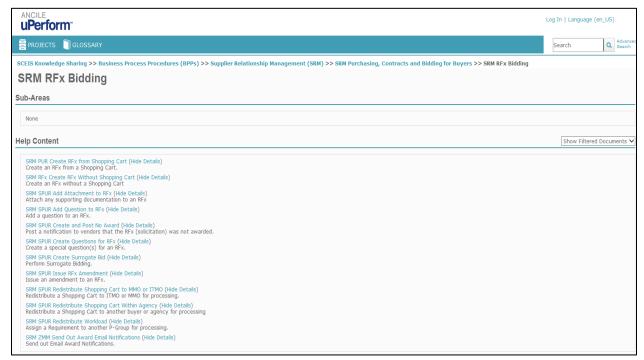
In the example below, the topic, "SRM Purchasing, Contracts, and Bidding for Buyers" was selected.

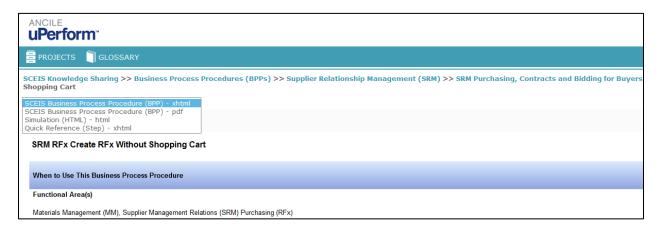5. Again, select the topic you wish to display.

In the example below, "SRM RFX Bidding" was selected.

6. A list of "SRM RFx Bidding" BPPs will display. Select the BPP you would like to view.

In the example below "SRM RFx Create RFx Without Shopping Cart" was selected.

7. The written instructions for the BPP will display in XHTML format. From the drop-down options shown below, the BPP can be displayed as a pdf by selecting "SCEIS Business Process Procedure (BBP) – pdf" or as a "Simulation (HTML) – html." Note that "SCEIS Business Process Procedure (BBP) – xhtml" displays as the default. Select the format you wish to view.

In the example below, "Simulation (HTML) – html" was selected.

8. Next, select a tutorial method.

In the example below, "Standard Tutorial" was selected.

9. The Standard Tutorial provides step-by-step instructions. You can navigate the steps in any of the three ways below:

    - By clicking the forward and back arrows located at the bottom of the screen
    - By clicking the steps in the Step Window
    - By clicking the actual icon, link etc. being highlighted by the callout box.